

CHILDREN'S LIBRARIAN

Position Purpose:

The purposes of this position are to plan, organize, direct and implement the Children's services at the Granby Public Library, which includes the Cossitt Branch, implementation and development of policies and procedures for children's services.

Supervision:

Supervision Scope: Performs a wide variety of special professional and administrative responsibilities requiring an extensive knowledge of Library Service.

Supervision Received: Works under the general direction of the Director of Library Services; refers only unusual situations to his/her supervisor.

Supervision Given: Supervises staff working in the Children's Room of the Library. Supervision responsibilities include instructing, correcting and making recommendation about discipline. Frequently provides general objectives, detailed instructions and initial instructions. Will follow up with employees as necessary.

Job Environment:

Administrative work is performed in a moderately noisy office.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment. Makes weekly visits to Branch Library.

Makes periodic contact with other municipal departments, regional libraries, state agencies, and frequently with the general public, vendors, school staff, community organizations, local businesses; communication is frequently in person, by telephone, fax, e-mail, in meetings and in writing; contacts require a high level of diplomacy.

Errors in judgment or omissions could result in delays in service and rework and legal ramifications.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Directs the development, maintenance and review of children's library materials. Evaluates the collection for balance and comprehensiveness. Coordinates the selection, ordering and withdrawal of children's library materials.

Directs Children's library public relations, including publicity, displays, calendar of activities, press releases, promotion of Children's library activities and services. Promotes Children's library services through outreach programs to schools, daycares and other community groups.

Plans and conducts story hours, class visits, tours, programs and other activities for varying age levels and interests of children, parents, teachers and community groups. Creates an appealing and safe library environment for children.

Instructs and assists patrons in use of the collection, reference material, readers advisory, computers, public access catalogs and other library resources. Researches and answers reference questions. Assists at circulation desk.

Makes administrative decisions related to children's services and establishes priorities for staff assigned to the Children's Room within the framework of library policy.

Assumes responsibility for the library in absence of the Director.

Supervises, schedules and trains staff and volunteers assigned to Children's Room

Works with branch library staff to promote children's programs.

Prepares narrative and statistical reports as required. Prepares Children's Library budget requests for Director.

Other Functions:

Represents the library in community, regional and state activities.

May open and close library according to security procedures

Inspects Children's room and recommends needed maintenance.

Assists in all library areas as needed

Performs related work as required.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Master's Degree in Library Science and three years of library experience including public library experience in children's services; OR an equivalent combination of education, work experience and training.

Special Requirements:

Valid Motor Vehicle Operator's License.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the theory, principles and practices of library service functions in a public library setting. Thorough knowledge of children's books and authors and other media. Knowledge of child development. Knowledge of community outreach practices and the ability to assess community reading interests. Working knowledge of computer networks, software and hardware, and databases used in public library operations.

Ability: Ability to plan, organize and direct the operations, activities, programs and services of the Children's Room. Ability to utilize data processing applications as they apply to library functions. Ability to exercise sound judgment in evaluating situations. Ability to work independently. Ability to represent the department and Town before various groups, agencies, and organizations. Ability to deal effectively with Town staff and officials, State officials, teachers, library board, children, and the public. Ability to assign, train, and supervise clerical staff and volunteers.

Skill: Excellent verbal and written communication skills; aptitude for working with people and especially children; aptitude for working with paperwork and details. Skill in using the above mentioned office equipment. Skills associated with the supervision and training of staff.

Physical and Mental Requirements:

The work requires intellectual abilities and a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, and talk or hear; requires use hands to finger or handle objects; and reach with hands and arms; often required to stand, walk and kneel. The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision. This position requires the ability to operate a keyboard and calculator. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)